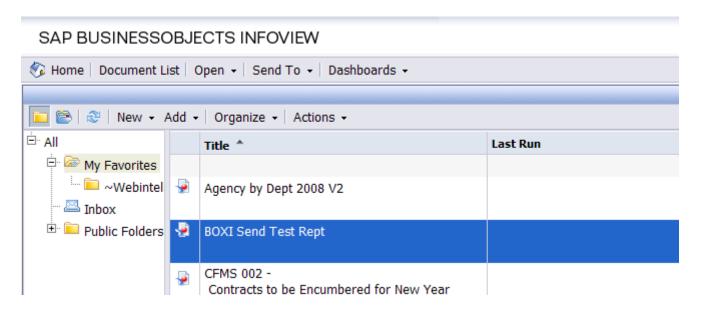
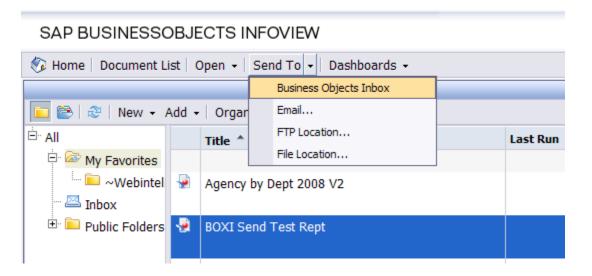
How to Send a Business Objects Report to Other BOXI Users

1. Go to the report listing in 'My Favorites' and highlight the report you want to send:



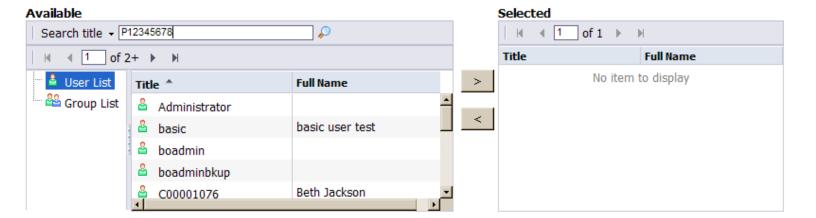
2. Click on the 'Send To' button and then click on 'Business Objects Inbox':



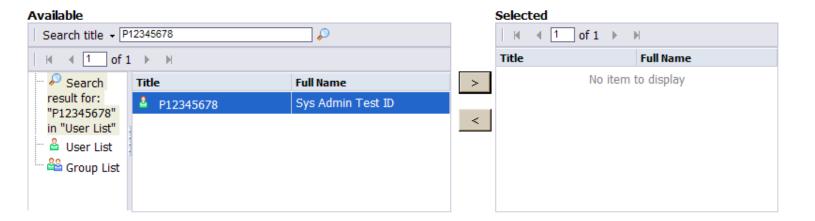
3. Uncheck the 'Use default settings' box:



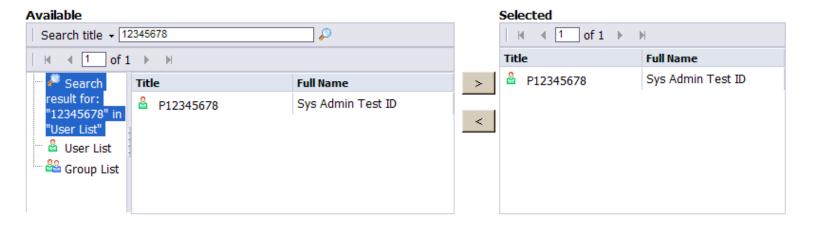
- 4. Click in the box next to 'Search title', type in the BOXI ID you want to send the report to, then press the Enter key.
 - Use default settings



5. That ID and Name will appear in the window below, highlight the **ID** and click on the **top arrow** button in the middle.



6. The ID will move to the 'Selected' box.



7. Click the 'Submit' button in the lower right corner. The report will be sent to that ID's BOXI Inbox.

